

HOW TO CREATE A PRT

1. From the PFA details page once a BCA record is created, a PRT record automatically generates. Click on the PRT hyperlink from the list on the right.

The screenshot shows a web interface for PFA details. On the left, there are two columns of member information. The right side features a summary of command assignments with a 'Next' button and a list of records: PARFQs (0), Medical Waivers (0), BCAs (1), and PRTs (1). A red arrow points to the PRT record with the name 'PRT-0005116783'.

Member	PFA Performance Summary
[Redacted]	BCA Pass/PRT Incomplete
DODID [Redacted]	Navy Cycle Name Cycle 1 2022
First Name [Redacted]	Navy Cycle Start Date 1/1/2022
Middle Name [Redacted]	Navy Cycle End Date 12/31/2022
Last Name [Redacted]	Email [Redacted]
Suffix [Redacted]	Phone [Redacted]
Gender F	DSN Phone [Redacted]
Date of Birth [Redacted]	CFL Certification Date [Redacted]
Branch of Service United States Navy (USN)	CFL Seminar Date [Redacted]
Rate [Redacted]	PHA Date 3/31/2022
Rank E-4	PHA Due Date 3/31/2023
UIC 84283	PDHA Date [Redacted]
Readiness Waiver Start Date [Redacted]	PDHRA Date [Redacted]
	Readiness Waiver End Date [Redacted]

Use this flow to manage member's command assignment. [Next](#)

- PARFQs (0)
- Medical Waivers (0)
- BCAs (1)
Cycle 1 2022
BCA Name: BCA-0005149766
BCA Date: 5/17/2022
[View All](#)
- PRTs (1)
PRT Name: PRT-0005116783 [←](#)
PRT Date: [Redacted]
Final Category: INCOMPLETE
[View All](#)

System Information

2. Click on “Edit”

The screenshot shows the PRT details page for 'Cycle 1 2022'. At the top right, there is an 'Edit' button with a red arrow pointing to it. Below the header, there are tabs for 'Details' and 'Related'. The 'Details' tab is active, showing a table with 'PRT Date' and 'PRT Participation Status'. On the right, there is a 'PFA Details' section with member information and a 'PARFQs for Parent PFA (0)' section.

PRT Cycle 1 2022 [Edit](#)

Navy Cycle Start Date: 1/1/2022 Navy Cycle End Date: 12/31/2022 Member Full Name: [Redacted]

Details Related

Information

PRT Date	PRT Participation Status
Age [Redacted]	[Redacted]
Gender F	[Redacted]

PFA Details

Member Full Name [Redacted]	Navy Cycle Name Cycle 1 2022
DODID [Redacted]	Navy Cycle Start Date 1/1/2022
UIC 84283	Navy Cycle End Date 12/31/2022

PARFQs for Parent PFA (0)

3. Enter PRT Date, select PRT Participation Status from drop down menu, select PRT Event Standard from drop down menu, and enter scores for each modality and click “Save”

The screenshot displays a web form titled "Edit PRT-0005116783" with the following sections and fields:

- Information Section:**
 - * PRT Date: 5/24/2022 (calendar icon)
 - * PRT Participation Status: Participant (dropdown menu)
 - Age: 30 (note: "This field is calculated upon save")
 - PRT Event Standard: Sea Level (dropdown menu)
 - Gender: F (note: "This field is calculated upon save")
- Plank Section:**
 - Plank Minutes: 3
 - Plank Seconds: 6
 - Plank Points: (empty)
 - Plank Performance: (empty)
- Push-Ups Section:**
 - Push-Up: 78
 - Push-Up Points: (empty)
 - Push-Up Performance: (empty)
- Cardio Section:**
 - Cardio Exercise: RUN/WALK (dropdown menu)
 - Cardio Points: (empty)
 - Cardio Performance: (empty)
 - Cardio Minutes: 12
 - Cardio Seconds: 12
- Final Outcome Section:**
 - Final Avg Points: (empty)
 - Buttons: Cancel, Save & New, Save

Red arrows in the image point to the PRT Date field, PRT Participation Status dropdown, PRT Event Standard dropdown, Plank Minutes, Plank Seconds, Push-Up, Cardio Minutes, Cardio Seconds, and the Save button.

4. After clicking “Save,” PRT Details page will look similar to below (base off sample modality data above where Sailor passed all modalities)

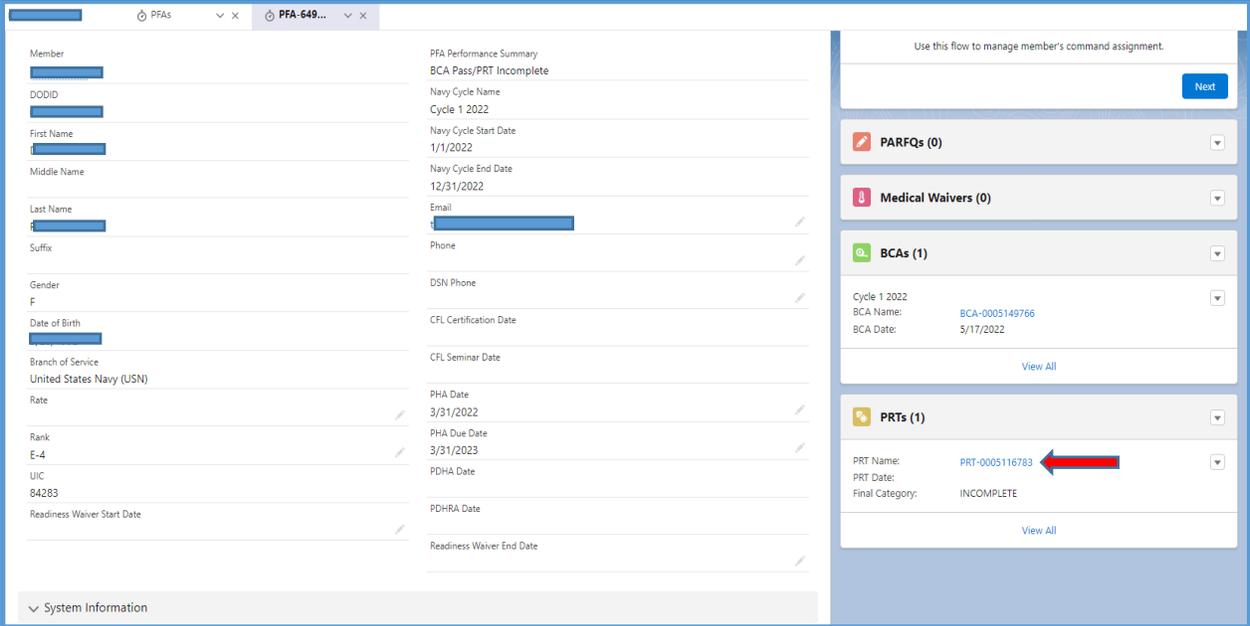
Details		Related
Information		
PRT Date	5/24/2022	PRT Participation Status
		Participant
Age	30	PRT Event Standard
		Sea Level
Gender	F	
Plank		
Plank Minutes	3	Plank Points
		100
Plank Seconds	6	Plank Performance
		OUTSTANDING HIGH
Push-Ups		
Push-Up	78	Push-Up Points
		100
		Push-Up Performance
		OUTSTANDING HIGH
Cardio		
Cardio Exercise	RUN/WALK	Cardio Points
		85
Cardio Minutes	12	Cardio Performance
		EXCELLENT HIGH
Cardio Seconds	12	
Final Outcome		
Final Avg Points	95	Final Category
		OUTSTANDING MEDIUM

5. If Sailor failed any modality, PRT Detail page will look similar to below:

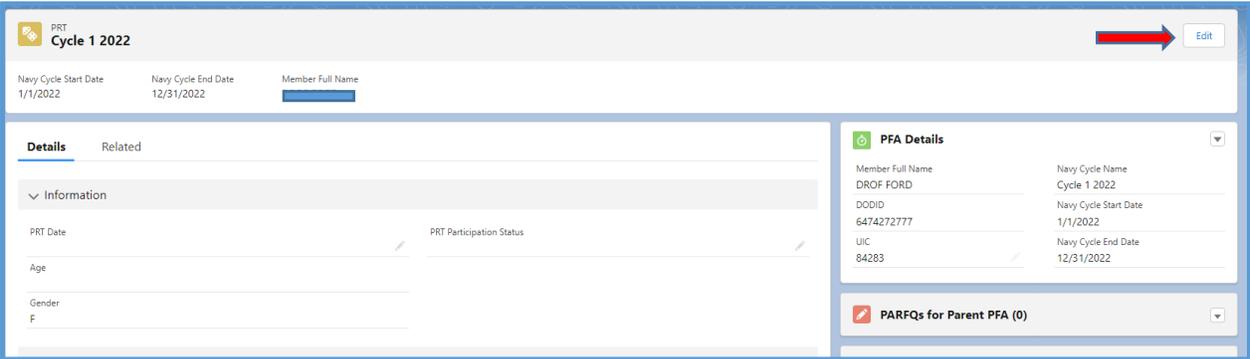
Details		Related	
Information			
PRT Date	5/24/2022	PRT Participation Status	Participant
Age	30	PRT Event Standard	Sea Level
Gender	F		
Plank			
Plank Minutes	3	Plank Points	100
Plank Seconds	6	Plank Performance	OUTSTANDING HIGH
Push-Ups			
Push-Up	78	Push-Up Points	100
		Push-Up Performance	OUTSTANDING HIGH
Cardio			
Cardio Exercise	RUN/WALK	Cardio Points	0
Cardio Minutes	18	Cardio Performance	FAIL
Cardio Seconds	0		
Final Outcome			
Final Avg Points	67	Final Category	FAIL

HOW TO EDIT A PRT

1. From the PFA details page once a BCA record is created, a PRT record automatically generates. Click on the PRT hyperlink from the list on the right.



2. Click on “Edit”



3. Click on edit pencil and update as necessary and then click “Save”

Details		Related
Information		
PRT Date	5/24/2022	PRT Participation Status
Age	30	PRT Event Standard
Gender	F	Sea Level
Plank		
Plank Minutes	3	Plank Points
Plank Seconds	6	Plank Performance
Push-Ups		
Push-Up	78	Push-Up Points
Cardio		
Cardio Exercise	RUN/WALK	Cardio Points
Cardio Minutes	12	Cardio Performance
Cardio Seconds	12	EXCELLENT HIGH
Final Outcome		
Final Avg Points	95	Final Category
OUTSTANDING MEDIUM		

4. PRT data updated.